

# Recruitment Drive Announcement

Dear [Recipient's Name],

We are excited to announce a recruitment drive for school upkeep staff at [School Name]. Our focus is on maintaining a clean, safe, and welcoming environment for our students and staff.

## Position Available:

- School Maintenance Staff

## Responsibilities Include:

- Daily cleaning and maintenance of school facilities.
- Assisting with setup and takedown for school events.
- Maintaining outdoor grounds and gardens.
- Performing minor repairs as needed.

## Qualifications:

- Previous experience in a similar role is preferred.
- Ability to work independently and as part of a team.
- Strong attention to detail and a positive attitude.

If you are interested in joining our dedicated team, please submit your application letter and resume to [Contact Email] by [Application Deadline].

We look forward to welcoming passionate individuals who are committed to enhancing our school environment!

Thank you,  
[Your Name]  
[Your Position]  
[School Name]